

**2014–15 SOUTH CAROLINA DEPARTMENT OF EDUCATION  
MONITORING INSTRUMENT**

**BOARD OF TRUSTEES, SUPERINTENDENT, AND DISTRICT OPERATIONS**

**DISTRICT/SCHOOL:** \_\_\_\_\_ ☐ **DESK AUDIT** \_\_\_\_\_

**REVIEWER(S):** \_\_\_\_\_ ☐ **ON-SITE MONITORING** \_\_\_\_\_

<b>DESK AUDIT</b>		
<b>LEGISLATION</b>	<b>COMPLIANT</b>	<b>COMMENTS</b>
<b>PERSONNEL</b>		
1. A superintendent is employed and properly certified. [R43-161]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
2. Personnel employed as administrative assistants, supervisors, and consultants having responsibilities for supervising instructional programs and student services must hold a master's degree and be certified in their area of primary responsibility or must earn a minimum of six semester hours annually toward appropriate licensure. [R43-205]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
<b>CURRICULUM AND INSTRUCTION</b>		
3. The school district offers Advanced Placement courses in all secondary schools. [R43-258.1, § 59-29-190]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
4. All secondary schools offer a college preparatory program. [§59-5-65]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
5. To award credit for courses in a proficiency-based system, the school district must provide a plan to implement a proficiency-based system to the SCDE. [R43-234]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	

OPERATIONS AND PROCEDURES		
6. Prior to permanent appointment as a principal for any elementary school, secondary school, or career and technology center, the person must be assessed for instructional leadership and management capabilities by the Leadership Academy of the South Carolina Department of Education. [§59-24-10]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
7. Each school district board of trustees shall provide a program of staff development for all educational personnel. [§ 59-20-60]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
8. District policies have been developed pertaining to student participation in interscholastic competition and are in accordance with regulatory and statutory requirements. [R43-244.1, §59-63-100]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
9. The school district shall develop guidelines and procedures regarding the identification and management of suspected concussions in student athletes per statutory requirements. [§59-63-75]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
10. A five-year district strategic plan, which is <b>annually updated</b> , must be submitted to, reviewed by, and approved by the local Board of Trustees. [§59-20-60, R43-261]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
11. The district board of trustees makes its annual fiscal report available to the general public. [§59-20-60]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	

<b>ON-SITE AUDIT</b> <b>Documentation will be requested at the time of the on-site visit.</b>		
<b>LEGISLATION</b>	<b>COMPLIANT</b>	<b>COMMENTS</b>
<b>PERSONNEL</b>		
1. Each area/assistant superintendent, director, and consultant has completed a professional development plan, which is updated annually. [R43-205]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
<b>CURRICULUM AND INSTRUCTION</b>		
2. The Principal Evaluation Program is conducted and includes administration of the evaluation instrument, the evaluation cycle, and the mandatory training requirement for a principal with an unsatisfactory evaluation. Appropriate documentation is maintained by the district to verify the evaluation process. [R43-165.1]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
3. The District will submit a local gifted and talented programming plan every five years and delineate progress on this annually. [R43-220, §59-29-170]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
<b>OPERATIONS AND PROCEDURES</b>		
4. The caseload for speech/language therapists does not exceed sixty (60). [R43-205] <i>If itinerant and not located at a school, speech/language therapists will provide class rosters for all sites.</i>	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
5. Prior to permanent appointment as a principal for any elementary school, secondary school, or career and technology center, the person must be assessed for instructional leadership and management capabilities by the Leadership Academy of the South Carolina Department of Education. [§59-24-10]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
6. Beginning with the 2010 assessment administration, student assessment results are disseminated to parents. [§59-18-360]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
7. All operating school facilities shall comply with safety regulations prescribed by the State Fire Marshal. [§5-25-370, §5-25-390, §5-25-400]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
8. An emergency and disaster plan has been designed to provide for the protection and welfare of students in the event of any disaster (tornado, hurricane, fire, etc.). [R43-166]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	

9. All personnel have been screened for tuberculosis. [R43-207, §44-29-150, §44-29-160]	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
<b>OTHER</b>		
<b>LEGISLATION</b>	<b>COMPLIANT</b>	<b>COMMENTS</b>
	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	
	<input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>	

**NOTE: Any standards which are noncompliant (not met) will be added to the Accreditation Preliminary Analysis Report and must be addressed in response to the Preliminary Analysis Report.**